



## Minimal Plan Requirements

☐ 2 COPIES OF THE APPROVED SITE PLAN

☐ 2 COPIES OF THE AMENDED SITE PLAN

PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE ON **DETERMINE OF COMPLETENESS.**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A  
CLEAR UNDERSTANDING OF THE AMENDMENT.**

- A) Paper size:
  - ☐ No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
  - ☐ Under 10 acres: no greater than 1" = 30'
  - ☐ 10 + acres: 1" = 50'
- C) Title block:
  - ☐ Applicant's name and address
  - ☐ Name of preparer of plans with professional information and professional seal
  - ☐ Parcel's tax map identification (map - lot)
  - ☐ Date of plan preparation
- D) Clearly show and reference the area on the plan that is revised. Use lines and symbols to identify areas of change and the associated revision.
- E) Describe the revision in a revision block (i.e. "moved elec. trans. box on sheet 3/12.) on the cover sheet and on the revised sheet.
- F) Provide all associated reference material and or documentation that clarify and or supports the purpose of the proposed revision.
- G) Revisions to the boundary, internal lots and or parcels must be made by a surveyor licensed in the State of Maine.
- H) Significant revisions to the proposed site must be made by a professional engineer licensed in the State of Maine.

**16.16.040 Enforcement—General.**

B. Modifications to Approved Plans. If, at any time, before or during the construction of the required improvements, it appears necessary or desirable to the developer to modify the required improvements, the CEO is authorized to approve minor changes occurring due to such unforeseen circumstances (e.g., encouraging hidden outcrops of bedrock or natural springs). The CEO shall obtain concurrence by the town planner and shall issue any approval under this section in writing to the developer, and provide a copy to the board. The developer shall provide revised plans to the town planner. The developer shall obtain approval from the board for major modifications (e.g., relocations of principal structures, rights-of-way, or property boundaries; changes of grade by more than one percent).

**SUBMITTALS THAT STAFF DEEMS SUFFICIENTLY LACKING IN CONTENT WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW.**